



# SRI SIVANI COLLEGE OF PHARMACY

(Under the Management of Sri Sivani Educational Society, Srikakulam)  
(Approved by PCI-New Delhi and Affiliated to JNTU-GV, Gurajada Vizianagaram)  
(Email: sivanisscp@gmail.com, College code - DA, Ph No: 7382651422)  
N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

Date: 23/11/2022

## CIRCULAR

This is to inform to all Grievance Redressal Committee members that a meeting will be held on 26/11/2022 at 2.30PM. All the Committee members from Staff and Students are requested to attend the meeting.

Venue: Sri Sivani college Of Pharmacy Principal Chamber

### Agenda:

- To discuss about replacement of dustbins in wash rooms.
- To discuss about the maintenance of girls washrooms.
- To discuss about mechanism of Grievance redressal.

1.5/11/2022  
PRINCIPAL  
Sri Sivani College of Pharmacy  
Chilakapalem-532 402, Srikakulam Dist  
Affiliated to JNTUG-Vizianagaram Code

### Copy to

Grievance redressal Committee Members

Office

Library.

 R

 K. Sai





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## Constitution of the Grievance Redressal Committee

AY:2022-23

S.no	Name of the Member	Designation	Role
1.	Dr.K.Rajkiran	Principal	Chair Person
2.	Dr.K.Raja Rajeswari	Associate Professor	Coordinator
3.	T.Rajesh	Associate Professor	Member
4.	K.Padhmaja	Asst. Professor	Member
5.	K.Sai Lakshmi	student	Member
6.	Sri Bhadram Abhishek	student	Member

### Objectives

- ❖ Dignity of the College was upheld by ensuring free atmosphere in the College through promotion of affable relationship between Student-Teacher and Student-Student
- ❖ Uplifting the Students to express their grievances/problems freely and frankly without any fear of being exploited.
- ❖ Advising all the Students of the college to refrain from insighting students against teachers, staff and other students
- ❖ Advising all the staff to be tender to the Students and not behave in a vindictive manner towards any of them for any reason.
- ❖ To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.



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## MINUTES OF THE MEETING

### Agenda:

- To discuss about replacement of dustbins in wash rooms
- To discuss about the maintenance of girls washrooms
- To discuss about mechanism of Grievance redressal

### Resolutions:

1. Replacement of dustbins in wash rooms was proposed
2. Measures taken to maintain proper hygiene in girl's washroom was discussed
3. Discussed about mechanism of grievance redressal

S.no	Name of the Member	Designation	Role	Signature
1.	Dr.K. Rajkiran	Principal	Chair Person	
2.	Dr.K.Raja Rajeswari	Associate Professor	Coordinator	
3.	T.Rajesh	Associate Professor	Member	
4.	K.Padmaja	Asst. Professor	Member	
5.	K.Sai Lakshmi	student	Member	
6.	Sri Bhadram Abhishek	student	Member	

1:   
PRINCIPAL  
Sri Sivani College of Pharmacy  
Chilakapalem-532 402, Srikakulam Dt.  
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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

Date: 18/12/2021

## CIRCULAR

This is to inform to all Grievance Redressal Committee members that a meeting will be held on 21/12/2021 at 3.30PM. All the Committee members from Staff and Students are requested to attend the meeting.

**Venue:** Sri Sivani college Of Pharmacy Principal Chamber


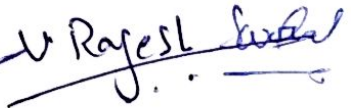
### Agenda:

- Re constitution of Grievance Redressal Committee
- To discuss about action plan for grievance reported
- To discuss about Grievance related to Toilets

### Copy to

- Grievance Redressal Committee Members
- Office
- Library

  
PRINCIPAL  
Principal  
Sri Sivani College of Pharmacy  
Chilakapalem-532 402, Srikakulam Dt.  
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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

## Constitution of the Grievance Redressal Committee

AY:2021-22

S.no	Name of the Member	Designation	Role
1.	Dr.K.Raj Kiran	Principal	Chair Person
2.	Dr.Swathi Nageswara	Associate Professor	Coordinator
3.	T.Rajesh	Associate Professor	Member
4.	U.Sri Venkatesh	Associate Professor	Member
5.	Ch.Lakshmiprasanna	Student	Member
6.	V.Rajesh	Student	Member

### Objectives

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- ❖ Advising all the Students of the college to refrain from in sighting students against teachers, staff and other students
- ❖ Advising all the staff to be tender to the Students and not behave in a vindictive manner towards any of them for any reason.
- ❖ To develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.



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## MINUTES OF THE MEETING

### Agenda:

Constitution of Grievance Redressal Committee

To discuss about action plan for grievance reported

To discuss about Students Grievance related to Toilets

### Resolutions:

1. New Grievance Redressal Committee was formed

2. Resolve the grievance reported in the campus in the shortest possible time

3. Discussed about the cleaning and maintenance of Toilets and proper check of toilets was proposed

The following members had attended the meeting.

S.no	Name of the Member	Designation	Role	Signature
1.	Dr.K.Raj Kiran	Principal	Chair Person	
2.	Dr.Swathi Nageswara	Associate	Coordinator	
3.	T.Rajesh	Associate	Member	
4.	U.Sri Venkatesh	Associate	Member	
5.	Ch.Lakshmiprasanna	Student	Member	
6.	V.Rajesh	Student	Member	

Principal

Sri Sivani College of Pharmacy  
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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

Date:12/10/2020

## CIRCULAR

This is to inform to all Grievance Redressal Committee members that a meeting will be held on 14/10/2020 at 3.30 PM. All the Committee members from Staff and Students are requested to attend the meeting.

Venue: Sri Sivani college Of Pharmacy Principal Chamber

Agenda: To discuss about Library timings

To discuss about action plan for grievance reported

### Copy to

➤ Grievance Redressal Committee Members

➤ Office

➤ Library.

Principal  
Sri Sivani College of Pharmacy  
Chilakapalem-532 402, Srikakulam Dt.  
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*[Handwritten signatures]*



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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

## Constitution of the Grievance Redressal Committee

AY:2020-21

S.no	Name of the Member	Designation	Role
1.	Dr.Lagnajith Maha Patra	Principal	Chair Person
2.	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator
3.	D.Swetha	Asst. Professor	Member
4.	B.Vineel Varma	Asst. Professor	Member
5.	P.Amani	student	Member
6.	Y.Saranya	student	Member

### Objectives

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## MINUTES OF THE MEETING

### Agenda:

- To discuss about action plan for grievance reported
- To discuss about Library timings

### Resolutions:

1. Resolve the grievance reported in the campus in the shortest possible time
2. Discussed about the library timings and extend the library timings up to evening was proposed

The following members had attended the meeting.

S.no	Name of the Member	Designation	Role	Signature
1.	Dr.Lagnajith Maha Patra	Principal	Chair Person	
2.	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator	
3.	D.Swetha	Asst. Professor	Member	
4.	B.Vineel Varma	Asst. Professor	Member	
5.	P.Amani	student	Member	
6.	Y.Saranya	student	Member	

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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

Date: 09/09/2019

## CIRCULAR

This is to inform to all Grievance Redressal Committee members that a meeting will be held on 12/09/2019 at 2.30PM. All the Committee members from Staff and Students are requested to attend the meeting.

**Venue:** Sri Sivani college Of Pharmacy Principal Chamber

**Agenda:** To discuss the mechanism of Redressal of grievances and its regulations

To discuss on complaint of the student about Canteen

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### Copy to

➤ Redressal of grievances Members

➤ Office

➤ Library.

*DR. K*

*D.V. M. nandakumar*

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## Constitution of the Grievance Redressal Committee

AY:2019-20

S.no	Name of the Member	Designation	Role
1.	Dr.Lagnajit Mahapatra	Principal	Chair Person
2.	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator
3.	Mrs.K.Usha Rani	Asst. Professor	Member
4.	Mr.D.V.Santosh	Asst. Professor	Member
5.	C.H.Devi Mounika	Student	Member
6.	V.Tejasarma	Student	Member

### Objectives

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## MINUTES OF THE MEETING

Chairperson had delivered about the following objectives

### Agenda:

To discuss on complaint of the student about Fans in Classrooms

To discuss the mechanism of Redressal of grievances and its regulations

### Resolutions:

1. Proper Maintenances of Fans in class room was discussed and frequent checking of fans and switches was proposed
2. Discussed about the objectives of the Grievances and Redressal Regulations.

The following members had attended the meeting.

S.no	Name of the Member	Designation	Role	Signature
1	Dr.Lagnajit Mahapatra	Principal	Chair Person	
2	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator	
3	Mrs.K.Usha Rani	Asst. Professor	Member	
4	Mr.D.V.Santosh	Asst. Professor	Member	
5	C.H.Devi Mounika	Student	Member	
6	V.Tejasarma	Student	Member	

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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

Date:06/08/2018

## CIRCULAR

This is to inform to all Grievance Redressal Committee members that a meeting will be held on 09/08/2018 at 3PM. All the Committee members from Staff and Students are requested to attend the meeting.

**Venue:** Sri Sivani college Of Pharmacy Principal Chamber

### Agenda:

To discuss the mechanism of Redressal of grievances and its regulations.

To discuss on complaint of the student about Canteen.

### Copy to

➤ Redressal of grievances Members

➤ Office

➤ Library.

Principal

Sri Sivani College of Pharmacy  
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*DP*

*Kaveri*

*Chakraborty*



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N.H-16, Chilakapalem Jn., Etcherla Mandal, Srikakulam Dist - 532 402.

## Constitution of the Grievance Redressal Committee

AY:2018-19

S.no	Name of the Member	Designation	Role
1.	Dr.Lagnajit Mahapatra	Principal	Chair Person
2.	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator
3.	Sri.C.H.Kishorekumar	Asst. Professor	Member
4.	Mrs.D. Priyadarshini	Asst. Professor	Member
5.	D.Usha Rani	Student	Member
6.	K.V.S.L.Kavya	Student	Member

### Objectives

- ❖ Dignity of the College was upheld by ensuring free atmosphere in the College through promotion of affable relationship between Student-Teacher and Student-Student
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## MINUTES OF THE MEETING

Chairperson has addressed all the members gathered at principal chamber on 09.08.2018 at 02.00 pm regarding the newly constituted members for Grievances and Redressal Committee.

### Agenda:

To discuss the mechanism of Redressal of grievances and its regulations

To discuss on complaint of the student about Canteen

### Resolutions:

1. Discussed about the objectives of the Grievances and Redressal Regulations.
2. Addressing & solving any Grievances raised by students or staff for Canteen.

The following members had attended the meeting.

S.no	Name of the Member	Designation	Role	Signature
1.	Dr.Lagnajit Mahapatra	Principal	Chair Person	
2.	Sri. P.Durga Prasad Raju	Joint Secretary	Coordinator	
3.	Sri.C.H.Kishorekumar	Asst. Professor	Member	
4.	Mrs.D. Priyadarshini	Asst. Professor	Member	
5.	D.Usha Rani	Student	Member	
6.	K.V.S.L.Kavya	Student	Member	

PRINCIPAL

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